

# American Embassy, Amman

# Vacancy Announcement

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**VACANCY - ANNOUNCEMENT NUMBER: 11- 61**

**OPEN TO:** Appointment Eligible Family Members (AEFMs) – All Agencies

**POSITION** Secretary

**OPENING DATE:** November 24, 2011

**CLOSING DATE:** December 14, 2011

**WORK HOURS:** 40 hours per work week

**SALARY:** **GG/0318/8/9/10 (\$46,745.00)**

If selected you will be appointed at the grade you are found qualified. Any promotion will require further competition.

**NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

The U.S. Embassy in Amman is seeking individuals for the position of Secretary in the Defense Attaché Office (DAO).

## **BASIC FUNCTION OF POSITION:**

The incumbent serve as a Secretary to an executive official. As such, receives and screen calls and visitors to the office and takes appropriate action; handles high level officials with an extremely high level degree of discretion, tact and diplomacy, maintains exclusive control over the supervisor's appointments and arranges all meetings, appointments and private discussion with reference to sensitive actions of a confidential nature, screens mail addressed to the supervisor and routes the proper office with appropriate instructions, coordinates special projects by obtaining data received, cross checking to assure uniformity of procedures; searches files, documents and other material of inclusion

in speeches, and collects and assemble appropriate data in connection with official visits, and assist new executive officer in acquiring knowledge of office mission, processes and functions.

## **QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.**

1. Successful Completion of High School is required.
2. Two years secretarial/clerical experience is required. Good customer service skills are required.
3. Level 4 (fluent) in speaking and reading English is required. English proficiency may be tested.
4. Incumbent should be familiar with structure of the U.S. Military and ranks of individual personnel. Incumbent should be familiar with structure of the U.S. Mission and responsibilities of individual offices. Incumbent will need to know Embassy/DOS security procedures (including handling classified material), communications protocols, and other basic office procedures as required.
5. Proficiency and accuracy with MS Office and other computer applications such as E-2 Travel, open net, e-Services, Ariba, used by U.S. Mission is required. Requires office management skills, i.e. word processing, filing, drafting correspondences, etc. Must have strong organizational skills with the ability to schedule, make travel arrangements, and coordinates projects.
6. Must be able to research thoroughly regulations, interpret, and draft reports or notices based on regulations. Good customer service skills are required. Excellent phone and organizational skills are required. Must be able to work with employees at all levels and ranks in a collegial and professional manner.
7. Must be able to obtain and retain a Top Secret Sensitive Compartmented Information (SCI) clearance.

## **SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.
6. The candidate must be able to obtain and retain a Top Secret security clearance.

### **TO APPLY:**

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174); or
2. A current resume or curriculum vitae that provides the same information as an DS-174
3. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/> ; plus
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

### **SUBMIT APPLICATION TO:**

Human Resources Office  
Fax 593 1598

Applications can be submitted electronically through [AmmanEmployment@state.gov](mailto:AmmanEmployment@state.gov).

### **DEFINITIONS:**

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;

2. Spouse or dependent who is at least age 18;
3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

**CLOSING DATE FOR THIS POSITION: December 14, 2011**

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.